

BUPERSINST 1700.20B  
Pers-00M  
25 September 1996

BUPERS INSTRUCTION 1700.20B

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL (BUPERS) SAILOR OF THE  
QUARTER (SOQ), JUNIOR SAILOR OF THE QUARTER  
(JSOQ), AND BLUEJACKET OF THE QUARTER (BJOQ)  
PROGRAM

Encl: (1) Sample Nomination Format SOQ, JSOQ, and BJOQ

1. Purpose. To provide guidance and procedures for the Sailor, Junior Sailor, and Bluejacket of the Quarter Program within BUPERS.

2. Cancellation. BUPERSINST 1700.20A.

3. Discussion. The Sailor, Junior Sailor, and Bluejacket of the Quarter Program was established to recognize superior performance of petty officers and non-rated personnel with emphasis on outstanding achievements, exemplary personal conduct and military bearing, and demonstrated initiative in performance.

4. Eligibility. Enlisted personnel permanently assigned to BUPERS in paygrade E1-E3, E4-E5, and E6 who have been on board for a minimum of 6 months, with no record of disciplinary action during the past 12 months, may be nominated for BJOQ, JSOQ, and SOQ respectively. Personnel selected for Sailor, Junior Sailor, and Bluejacket of the Quarter may not be nominated again until 12 months have elapsed from the month of selection. Personnel nominated but not selected may be renominated the succeeding quarter if performance during the quarter merits recommendation.

5. Nomination Procedures. Assistant Chiefs of Naval Personnel (ACNP), Staff Office Directors, or Special Assistants shall forward one departmental nomination for SOQ, JSOQ, and BJOQ to the Command Master Chief (Pers-00M) no later than 5 working days following the last day of the quarter (31 March, 30 June, 30 September, 31 December). Nominations should be specific, and reference only the nominee's actual accomplishments during the quarter for which nominated. Additional information regarding performance prior to that quarter is not appropriate.

6. Selection Factors. The Command Master Chief will convene the Sailor, Junior Sailor, and Bluejacket of the Quarter selection boards within 15 days following the last day of the quarter. The board's recommendation will be forwarded to the Deputy Chief of Naval Personnel (Pers-00B) via the Executive Assistant (Pers-00BA).

a. The Departmental Leading Chief Petty Officers will sit as Sailor of the Quarter and Junior Sailor of the Quarter board members and shall appoint one Petty Officer First Class from their departments to sit as Bluejacket of the Quarter board members by memorandum to Pers-00M.

b. Each board will be comprised of one representative from each department.

7. Selection Factors. The selection board will consider the following factors:

- a. Job description
- b. Demonstrated leadership (E-4 through E-6)
- c. Military appearance including PRT performance
- d. Significant achievements above scope of assigned duties
- e. Education accomplishment (military/off duty) (if any)
- f. Participation in civic/community affairs (if any)
- g. Personal interview by applicable board members:
  - (1) Knowledge (military/current events)
  - (2) Expression
  - (3) Appearance

8. Submission Format. Enclosure (1) provides guidance for sample nomination formats for award submission. Packages will not exceed two typed pages and will include the following:

a. Personal Award Recommendation (OPNAV 1650/3) signed by department ACNP and completed for Letter of Commendation.

b. Paper copy of citation in double-space rough.

c. Citation on 3 1/2" disk in Wordperfect.

d. Typed white 3" X 5" card with the following information provided:

- (1) Rate/Rank:
- (2) Name:
- (3) Spouse/Children:
- (4) Hometown:

(5) Previous Duty Station:

(6) Current Duty Station:

(7) Special Interest/Hobbies:

9. Recognition

a. A photograph of the Sailor, Junior Sailor, and Bluejacket of the Quarter will be displayed on the BUPERS SOQ, JSOQ, and BJOQ display board. In addition, the Sailor, Junior Sailor, and Bluejacket of the Quarter will receive one 4-day liberty, a command plaque, and presentations from various civic organizations.

b. The BUPERS Sailor, Junior Sailor, and Bluejacket of the Quarter will receive Navy Achievement Medals. Remaining Departmental Sailors, Junior Sailors and Bluejackets of the Quarter will receive Letters of Commendation.

The sole awarding authority for this program is the Chief of Naval Personnel/Deputy Chief of Naval Personnel.

**LEE F. GUNN**  
**Rear Admiral, U.S. Navy**  
**Deputy Chief of Naval Personnel**

Distribution:

BUPERS Lists 1A, 1B, 2A, 2B

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Bureau of Naval Personnel (Pers-00M) (75 copies)

SAMPLE NOMINATION FORMAT  
SOQ, JSOQ, and BJOQ

From: (Division Officer)  
To: (Assistant Chief of Naval Personnel)  
Via: (Chain of Command)  
  
Subj: NOMINATION FOR BUPERS SOQ, JSOQ, OR BJOQ

Ref: (a) BUPERSINST 1700.20B

Encl: (1) Letter of Commendation Award Recommendation  
(2) 3X5 Index Card

1. Per reference (a), (RATE, NAME, SSN) is in all respects eligible for and is hereby nominated for BUPERS Sailor of the Quarter for the \_\_\_\_\_ quarter, CY \_\_\_\_\_. The following is provided to facilitate processing:

- a. Date reported:
- b. Section assigned:
- c. Present duties:
- d. Months assigned present duties:

2. Comments on specific attributes as demonstrated during this quarter and applicable to this nomination are as follows:

- a. Job description
- b. Demonstrated leadership
- c. Military appearance including PRT performance
- d. Significant achievements above scope of assigned duties
- e. Education accomplishment (military/off duty) (if any)
- f. Participation in civic/community affairs (if any)

3. (Any other information considered pertinent.)

NOTE: Packages are limited to two typed pages.

Enclosure (1)